FOOD CORPORATION OF INDIA

Advt. No. 01/2022-FCI Category III

ZONE-WISE RECRUITMENT OF NON-EXECUTIVES IN FCI

Food Corporation of India (FCI), one of the largest Public Sector Undertakings ensuring the food security of the Nation, invites online applications for under mentioned posts in its Depots and Offices spread all over the Country from **eligible candidates** who fulfil the prescribed qualifications, age, experience etc. as indicated below:

(I) ZONE-WISE AND POST-WISE VACANCIES:

North Zone

POST	POST CODE	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01.08.2022	SC	ST	OBC	EWS	UR	TOTAL	PwBD					ESM		
										a	b	c	d & e	TOTAL	ESM 1	ESM 2	Total
J.E. (Civil Engineering)	A	34000 - 103400	28	5	0	4	0	13	22	0	0	1	0	1	1	0	1
J.E. (Electrical Mechanical Engineering)	B	34000 - 103400	28	1	0	2	0	5	8	0	0	0	0	0	0	0	0
Steno. Grade-II	C	30500 - 88100	25	4	2	7	3	27	43	1	0	0	0	1	3	1	4
AG-III (General)	D	28200 - 79200	27	85	20	130	38	190	463	7	5	3	5	20	46	18	64
AG-III (Accounts)	E	28200 - 79200	27	19	2	35	6	80	142	0	3	2	0	5	15	3	18
AG-III (Technical)	F	28200 - 79200	27	83	9	113	54	352	611	0	0	12	11	23	62	25	87
AG-III (Depot)	G	28200 - 79200	27	203	36	281	94	449	1063	14	15	7	8	44	106	45	151
AG-III (Hindi)	H	28200 - 79200	28	1	1	0	2	32	36	0	0	0	0	0	3	0	3
TOTAL				**401**	**70**	**572**	**197**	**1148**	**2388**	**22**	**23**	**25**	**24**	**94**	**236**	**92**	**328**

South Zone

POST	POST CODE	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01.08.2022	SC	ST	OBC	EWS	UR	TOTAL	PwBD					ESM		
										a	b	c	d & e	TOTAL	ESM 1	ESM 2	Total
J.E. (Civil Engineering)	A	34000 - 103400	28	1	0	2	0	2	5	0	0	0	0	0	0	0	0
Steno. Grade-II	C	30500 - 88100	25	0	0	0	0	8	8	0	0	0	0	0	0	0	0
AG-III (General)	D	28200– 79200	27	21	5	40	15	74	155	2	2	1	1	6	15	6	21
AG-III (Accounts)	E	28200 - 79200	27	16	4	21	11	55	107	0	2	1	1	4	10	4	14
AG-III (Technical)	F	28200 - 79200	27	44	17	115	35	46	257	0	0	10	0	10	25	11	36
AG-III (Depot)	G	28200 - 79200	27	88	18	117	48	164	435	5	4	4	4	17	43	19	62

AG-III (Hindi)	H	28200 - 79200	28	3	0	5	0	14	22	0	0	0	0	0	2	0	2
TOTAL				**173**	**44**	**300**	**109**	**363**	**989**	**7**	**8**	**16**	**6**	**37**	**95**	**40**	**135**

East Zone

POST	POST CODE	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01.08.2022	SC	ST	OBC	EWS	UR	TOTAL	PwBD					ESM		
										a	b	c	d & e	TOTAL	ESM 1	ESM 2	Total
J.E. (Civil Engineering)	A	34000 - 103400	28	3	2	1	1	0	7	0	0	0	0	0	3	0	3
J.E. (Electrical Mechanical Engineering)	B	34000 - 103400	28	0	0	0	0	2	2	0	0	0	0	0	1	0	1
Steno. Grade-II	C	30500 - 88100	25	0	0	0	0	8	8	0	0	0	0	0	2	0	2
AG-III (General)	D	28200 - 79200	27	38	19	29	19	80	185	2	2	2	1	7	34	8	42
AG-III (Accounts)	E	28200 - 79200	27	12	7	18	7	28	72	0	1	1	2	4	9	3	12
AG-III (Technical)	F	28200 - 79200	27	15	13	62	17	87	194	0	0	4	3	7	41	9	50
AG-III (Depot)	G	28200 - 79200	27	70	29	46	29	109	283	5	3	3	2	13	36	12	48
AG-III (Hindi)	H	28200 - 79200	28	4	2	0	2	9	17	0	0	0	1	1	2	0	2
TOTAL				**142**	**72**	**156**	**75**	**323**	**768**	**7**	**6**	**10**	**9**	**32**	**128**	**32**	**160**

West Zone

POST	POST CODE	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01.08.2022	SC	ST	OBC	EWS	UR	TOTAL	PwBD					ESM		
										a	b	c	d & e	TOTAL	ESM 1	ESM 2	Total
J.E. (Civil Engineering)	A	34000 - 103400	28	0	0	0	0	5	5	0	0	0	0	0	0	0	0
J.E. (Electrical Mechanical Engineering)	B	34000 - 103400	28	0	0	0	0	2	2	0	0	0	0	0	0	0	0
Steno. Grade-II	C	30500 - 88100	25	0	0	0	0	9	9	1	0	0	0	1	1	0	1
AG-III (General)	D	28200 - 79200	27	9	10	17	6	50	92	0	1	1	1	3	9	4	13
AG-III (Accounts)	E	28200 - 79200	27	2	14	9	3	17	45	0	1	0	0	1	4	2	6
AG-III (Technical)	F	28200 - 79200	27	25	34	91	25	121	296	0	0	5	4	9	29	13	42
AG-III (Depot)	G	28200 - 79200	27	30	34	59	25	110	258	2	2	3	3	10	25	12	37
AG-III (Hindi)	H	28200 - 79200	28	0	0	0	0	6	6	0	0	0	0	0	0	0	0
TOTAL				**66**	**92**	**176**	**59**	**320**	**713**	**3**	**4**	**9**	**8**	**24**	**68**	**31**	**99**

NE Zone

POST	POST CODE	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01.08.2022	SC	ST	OBC	EWS	UR	TOTAL	PwBD					ESM		
										a	b	c	d & e	TOTAL	ESM 1	ESM 2	Total
J.E. (Civil Engineering)	A	34000 - 103400	28	1	3	0	1	4	9	0	0	0	0	0	1	0	1
J.E. (Electrical Mechanical Engineering)	B	34000 - 103400	28	0	1	0	0	2	3	0	0	0	0	0	0	0	0
Steno. Grade-II	C	30500 - 88100	25	1	1	1	0	2	5	0	0	0	0	0	1	0	1
AG-III (General)	D	28200 - 79200	27	8	14	8	5	18	53	0	1	0	1	2	5	2	7
AG-III (Accounts)	E	28200 - 79200	27	4	5	6	4	21	40	0	2	0	0	2	4	2	6
AG-III (Technical)	F	28200 - 79200	27	3	13	11	5	16	48	0	0	2	0	2	5	2	7
AG-III (Depot)	G	28200 - 79200	27	2	5	1	2	5	15	0	0	0	1	1	2	0	2
AG-III (Hindi)	H	28200 - 79200	28	0	3	1	1	7	12	0	0	0	0	0	1	0	1
TOTAL				**19**	**45**	**28**	**18**	**75**	**185**	**0**	**3**	**2**	**2**	**7**	**19**	**6**	**25**

Note:

1. **Number of vacancies may vary as per administrative exigencies of FCI.**

2. **Abbreviations used: J.E. – Junior Engineer; AG – Assistant Grade; UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS-Economically Weaker Sections; PwBD– Persons with Benchmark Disabilities; ESM – Ex-Servicemen; ESM 1 – Normal Ex-Servicemen; ESM 2 – Disabled Ex-Servicemen/ Dependents of Ex-servicemen killed in action.**
   ESM - Ex-Servicemen having a total of 14.5% horizontal reservation. ESM 1- Ex-Servicemen (normal) having 10 % reservation. ESM 2-Disabled Ex-servicemen/ Dependents of Ex-servicemen killed in action, having 4.5% reservation.

3. Horizontal Reservation has been given to PwBD/ Ex-Serviceman (ESM) Category.

4. A total of 14.5 % of horizontal reservation is available for Ex-Serviceman (ESM). Out of these, 10% is reserved for Normal Ex-Servicemen (ESM 1), and 4.5% is reserved for Disabled Ex-Servicemen/ Dependents of Ex-servicemen killed in action (ESM 2).

5. If vacancies advertised under Category ESM 2 are not utilised, they shall then be made available to the ESM 1 Category.

6. The persons with the Degree of Disability of 40% and above as prescribed in "The Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

S. No.	Category	Description	% age of reservation
1.	a	Blindness and low vision;	1%
2.	b	Deaf and hard of hearing;	1%
3.	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4.	d	Autism, intellectual disability, specific learning disability and mental illness;	1%
5.	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

7. Identification of Posts for Persons with Benchmark Disabilities (PwBD):

S.No.	Posts identified	Category of disability identified for the post					
		Physical requirement	a	b	c	d	e
1	Junior Engineer (Civil)	S,ST,W,BN, MF,SE,RW, H,C	--	--	c (OA, OL, BL, CP, LC, D, AAV, MD)	--	e (c)
2	Junior Engineer (Electrical Mechanical)	S,ST,W,BN, KC,MF,SE, RW,H,C	--	b (HH)	c (OA,OL,CP,LC,D,AA V,MD)	--	e (b,c)
3	Stenographer	ST,MF, RW,H,C	a (B, LV)	--	c (OA, OL, BL, OAL)	d (A, ID, SLD, MI)	e (a, c, d)
4	Assistant Grade III (General)	S, ST, BN, W, H, RW, C	a (B, LV)	b (HH)	c (OA, OL, BL, OAL, CP, LC, D, AAV, MD)	d (A, ID, SLD, MI)	e (a, b, c, d)
5	Assistant Grade III (Accounts)	S,ST,MF, SE,RW,C	--	b (HH)	c (OA, OL, BL, OAL, CP, LC, D, AAV, MD)	--	e (b, c)
6	Assistant Grade III (Technical)	S,ST,W,BN, MF, SE,RW,H,C	--	--	c (OA, OL, BL, CP, LC, D, AAV, MD)	--	e (c)
7	Assistant Grade III (Depot)	S,ST,BN,W,SE ,H,RW,C,L	a (LV)	b (HH)	c (OL, CP, LC, D, AAV, MD)	--	e (a, b, c)
8	Assistant Grade - III (Hindi)	ST,MF,RW, H,C	a (B, LV)	--	c (OA,OL,BL,OAL,CP, LC,D,AAV,MD)	d (A, ID, SLD, MI)	e (a, c, d)

MULTIPLE DISABILITIES:

The candidates of Multiple disabilities will be eligible for reservation under category (e) – Multiple Disabilities only of Section 34(1) of RPwD Act, 2016 and shall not be eligible for reservation under any other categories of disabilities i.e. (a) to (d) of Section 34(1) of RPwD Act, 2016 on account of having 40% and above impairment in any of these categories of PwBD. However, it is clarified that a combination of locomotor disabilities of OA, OL, BL, BA is allowed in clause 'c' only when the combined term i.e. OAL, BLOA, etc is mentioned in the Table.

Multiple disabilities means a combination of two or more disabilities mentioned below:

1. Blindness

2. Low Vision
3. Leprosy cured persons
4. Hearing impairment (deaf and hard of hearing)
5. Locomotor disability
6. Dwarfism
7. Intellectual disability
8. Mental illness
9. Autism spectrum disorder
10. Cerebral Palsy
11. Muscular dystrophy
12. Specific learning disabilities
13. Acid Attack victims

Therefore, some examples of multiple disabilities covered under clause 'e' are:

1. Blindness plus Hearing Impairment
2. Locomotor Disability (OA, OL, BA, BL, OAL, BLOA, BLA) plus Cerebral Palsy
3. Mental Illness plus Muscular Dystrophy
4. Autism plus Acid Attack Victim
5. Blindness plus Specific Learning Disability
6. Blindness plus Leprosy Cured
7. Dwarfism plus Acid Attack Victim
8. One Arm plus Dwarfism
9. Both Leg One Arm plus Acid Attack Victim

Abbreviations used

S=Sitting , **ST**=Standing, **W**=Walking, **BN**=Bending, **L**=Lifting, **PP=**Pulling and Pushing, **SE=**Seeing, **C**=Communicating, **MF**=Manipulating with Finger, **H**= hearing, **RW**=Reading and Writing, **KC=**Kneeling & Crouching, **OA** = One Arm, **OL** = One Leg, **BA** = Both Arms , **BL** = Both Legs, **OAL** = One Arm and One Leg, **BLOA** = Both Legs and One Arm, **BLA** = Both legs and both Arms, **B**= Blind, **LV**= Low Vision, **HH**= Hearing Impaired/Hard of Hearing, **CP** = Cerebral Palsy, **LC** = Leprosy cured, **D** = Dwarfism, **AAV** = Acid Attack Victims, **MD** = Muscular Dystrophy, **A** = Autism, **ID** = Intellectual Disability, **SLD** = Specific Learning Disability, **MI** = Mental Illness

Note: The candidates will be considered with aid and appliance wherever necessary.

8. <u>QUALIFICATION / EXPERIENCE AS ON 01.08.2022:</u>

POST	POST CODE	Qualifications / Experience
J.E. (Civil Engineering)	A	Degree in Civil Engineering Or Diploma in Civil Engineering with one year experience.
J.E. (Electrical Mechanical)	B	Degree in Electrical Engineering Or Degree in Mechanical Engineering Or Diploma in Electrical Engineering with one year experience. Or Diploma in Mechanical Engineering with one year experience.
Steno. Grade- II	C	Graduate degree with speed of 40 w.p.m. and 80 w.p.m. in English typing and shorthand respectively.

AG-III (General)	D	Graduate Degree in any discipline from a recognized University with proficiency in use of computers.
AG-III (Accounts)	E	Bachelor of Commerce from a recognized University with proficiency in use of computers.
AG-III (Technical)	F	1. B.Sc. in Agriculture from a recognized University. Or B.Sc. with any of the following subject from a recognized University: Botany / Zoology / Bio-Technology / Bio-Chemistry / Microbiology / Food Science. Or B. Tech / BE in Food Science / Food Science and Technology / Agricultural Engineering / Bio-Technology from a recognized University / an institution approved by AICTE. 2. Proficiency in use of computers.
AG-III (Depot)	G	Graduate Degree in any discipline from a recognized University with proficiency in use of computers.
AG-III (Hindi)	H	*Degree of a recognised University with Hindi as main subject. Proficiency in English specifically for the purpose of translation. Certificate/Diploma course in translation from English to Hindi and vice-versa of at least one year duration from a recognised University/Institution approved by Government. Given the fact that the major work of Assistant Grade-III (Hindi) would be translation from English to Hindi and vice-versa, possession of Skill for Hindi Typing would also be required. To assess the same, Hindi Typing with speed of 30 words per minute will be tested during the period of probation. Confirmation of probation shall be subject to the candidate qualifying the prescribed Typing Test.

*****Hindi should be main subject in every year of graduation.

NOTE:

i. **A CANDIDATE CAN APPLY IN ANY ONE ZONE ONLY i.e. EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH EAST ZONE.**

ii. **A CANDIDATE CAN APPLY <u>ONLY FOR ANY ONE OF THE POST CODE</u> A, B, C, D, E, F, G and H <u>(WITHIN THE ZONE)</u>.**

iii. If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Notice of examination, wherever applicable, order/letter in respect of equivalent Educational Qualifications, will required to be produced by the candidates at the time of Document Verification and as and when required by FCI, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications. The decision of FCI shall be final and binding in this regard.

iv. The mode of application is **ONLINE** only. The printed/ hard copies of the application form will not be entertained.

v. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA/Grades are awarded, the same should be converted into percentage and indicated in online application. If called for subsequent phases, the candidate will have to produce a certificate issued by the appropriate authority inter alia indicating the norms of the University regarding conversion of CGPA/OGPA/Grades into percentage and the percentage of marks scored by the candidate in terms of norms.

vi. Relevant experience, wherever applicable, should be after acquiring minimum required qualification for the relevant post.

(II) RESERVATION AND RELAXATIONS:

1. In making appointments in the services of the Corporation, reservations, relaxation of age limits and other concessions would be provided to Scheduled Castes, Scheduled Tribes and other category of persons as directed by Government of India from time to time.

2. The prescribed qualifications, experience, age limit, etc. shall be reckoned as on 01.08.2022.

3. The candidates belonging to SC/ST and OBC categories are eligible for age relaxation maximum by 5 and 3 years respectively.

4. The upper age limit in case of departmental (FCI) candidate shall be 50 years.

5. The upper age limit is relaxed by 10 years for PwBD, 15 years for PwBD candidates belonging to SC/ST and 13 years for PwBD candidates belonging to OBC. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved (for PwBD) or not, provided the post is identified for PwBD.

6. A PwBD candidate can apply, against vacancies reflected above, for a post even if there is no vacancy reserved for PwBD but that post has been identified as suitable for PwBD. However, such candidate will be considered for selection to such post by General standard of merit.

7. The aforesaid reservation and relaxation is not applicable to OBC candidates falling within the creamy layer.

8. Further, the reservations & relaxations will be provided to OBC Candidates as specified by the Central Government in the list prepared by the Government of India from time to time for the purpose of making provisions for reservation in appointments on posts in favour of backward classes of citizens.

   The form of certificate to be produced by candidates belonging to Other Backward Classes should be in the format prescribed by the Government of India only. The prescribed format of the certificate to be produced should be as per Annexure-B.

   The selected candidates will have to submit OBC-NCL Certificate **issued on or after 01.04.2022,** at the time of Document Verification.

9. EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate (Annexure-C) issued by any one of the authorities mentioned in the prescribed format as given in Annexure-C shall only be accepted as proof of candidate's claim as belonging to EWS.

10. Selected candidates belonging to EWS Category will have to submit valid Certificate issued during the financial Year 2022-23 i.e from 01.04.2022 to 31.03.2023.

11. Age Relaxation in Case of Widows/Divorced Women/Women judicially separated and who are not remarried is up to 35 years, 38 Years and 40 Years for Unreserved, OBC and SC/ST respectively.

12. If there are no posts reserved for reserved category candidates belonging to SC/ST/OBC/EWS category; these candidates may apply against unreserved posts; provided they meet all the criteria prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in Online Test or at any stage in the entire recruitment process if they apply for unreserved posts. However, SC/ST/PwBD/Women will be exempted from payment of application fees in such cases.

13. The candidates who are applying under Ex-Servicemen category shall submit the undertaking as prescribed in **Annexure-F** format. For Ex- Serviceman the Upper Age limit shall be relaxed as on 01.08.2022 by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post for which he is seeking appointment by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

    NOTE I: Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen Category. However, they are eligible for age relaxation only.

    NOTE II: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

    NOTE III : For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date of the application.

    NOTE IV: An Ex-Serviceman or Persons with Benchmark Disabilities (PwBD) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications , in online examinations, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from

the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

NOTE V: If an ex-serviceman applies for various vacancies before joining any civil appointment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she has applied for before joining the initial civil appointment. Further, this benefit would be available only in respect of vacancies which are filed on direct recruitment and wherever reservation is applicable to the ex-serviceman.

NOTE VI: Age concession is not admissible in case of dependant of Ex-Servicemen killed in action under the category ESM 2.

EXPLANATION I: An Ex-Serviceman is defined as a person

(i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension;

or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;

or

(c) who has been released from such service as a result of reduction in establishment;

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

EXPLANATION II:

The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available

to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

(III) SELECTION PROCESS:

A) PATTERN OF ONLINE TEST

The online test will comprise of Phase-I and Phase-II exams.

i) The online exam of Phase-I shall be common irrespective of the post. The test structure for Phase I Online exam is as follow:-

S.No.	Name of the Test	Number of Questions	Maximum Marks	Duration (minutes)	Version
1	English Language	25	25	15 minutes	English
2	Reasoning Ability	25	25	15 minutes	Bilingual
3	Numerical Aptitude	25	25	15 minutes	Bilingual
4	General Studies* comprising of History, Geography, Economy, General Science upto Class 8th level. (20 questions) Current Affairs (5 Questions)	25	25	15 minutes	Bilingual
		100	100	60 minutes	

***The nature of questions will be such that they do not require specialised study of any discipline.**

NOTE: In the Phase-I of online test, the test will be Objective type (Multiple Choice Questions). Each question will carry equal 1 (one) mark. For each wrong answer, there will be negative marking of one-fourth (1/4) of the mark assigned to that question. If a question is left blank, i.e. no answer is marked by the candidate; there will be no negative marking for that question. The marks obtained in Phase-I will NOT be reckoned in final merit ranking.

ii) Phase-II online exam will comprise of:

Post	Post Code	Paper	Description
J.E. (Civil Engineering)	A	Paper-I and Paper-II	Candidates will appear in Paper-I to be followed by Paper-II. ONLINE TEST for Paper - I & Paper – II shall be held in single sitting only.
J.E.(Electrical Mechanical Engineering)	B	Paper-I and Paper-II	Candidates will appear in Paper-I to be followed by Paper-II. ONLINE TEST for Paper - I & Paper – II shall be held in single sitting only.
Steno. Grade- II	C	Paper-III only	Candidates applying for the post code C will have to appear in Paper-III. Thereafter the candidates will undergo a Skill-Test in **typing and shorthand** which will be of qualifying nature. The language of Skill Test i.e (Typing,

			Short Hand) will be in **English.** The candidates shall be informed about the venue of skill/typing test through website (https://www.fci.gov.in). The final merit for the post of Steno. Grade-II will be decided on the basis of Paper-III subject to qualifying the Skill Test.
AG-III (General)	D	Paper-I only	Candidates applying for the post code D will have to appear in Paper-I.
AG-III (Accounts)	E	Paper-I and Paper-II	Candidates will appear in Paper-I to be followed by Paper-II. ONLINE TEST for Paper - I & Paper – II shall be held in single sitting only.
AG-III (Technical)	F	Paper-I and Paper-II	Candidates will appear in Paper-I to be followed by Paper-II. ONLINE TEST for Paper - I & Paper – II shall be held in single sitting only.
AG-III (Depot)	G	Paper-I only	Candidates applying for the post code G will have to appear in Paper-I.
AG-III (Hindi)	H	Paper I and Paper II	Candidates applying for the post code H will have to appear in Paper-I and Paper II.

Note : Paper-I is common for post code A, B, D,E, F, G and H.

Paper Type	Number of questions and Marks	Duration	Negative marking
Paper – I	120 Multiple Choice Questions, each carrying 1 mark. (Maximum 120 marks)	90 minutes	Candidate should note that there will be negative marking of one fourth of the mark assigned to a question in Phase –II. If a question is left blank, i.e. no answer is marked by the candidate; there will be no negative marking for that question.
Post specific Paper-II (in phase II)	60 Multiple Choice Questions, each carrying 2 marks. (Maximum 120 marks)	60 minutes	
Paper-III	120 Multiple Choice Questions each carrying 1 mark. (Maximum 120 marks)	90 minutes	

Paper-I (120 Multiple Choice Questions, Duration-90 Minutes):

S.No.	Name of the Test	Number of Questions	Maximum Marks	Version	Duration
1	English Language	25	25	English	20 Minutes
2	Reasoning Ability	25	25	Bilingual	20 Minutes
3	Numerical Aptitude	25	25	Bilingual	20 Minutes
4	General Studies* comprising of History, Geography, Economy – 25 questions General Science upto Class 10th level - 10 questions Current Affairs – 5 questions Computer Awareness - 5 questions	45	45	Bilingual	30 Minutes

		120	120		90 Minutes

***The nature of questions will be such that they do not require specialised study of any discipline.**

Paper-II (Duration-60 minutes):

i. 60 Multiple Choice Questions on Civil Engineering, Electrical Engineering and Mechanical Engineering for Candidates applying for the Post Code A {Junior Engineer (Civil Engineering)}, Post Code B {Junior Engineer (Electrical Mechanical Engineering)}, to assess the post specific technical knowledge of relevant stream.

OR

ii. 60 Multiple Choice Questions on Commerce particularly General Accounting and Finance for candidates applying for the Post Code E {Assistant Grade-III (Accounts)} to assess the post specific technical knowledge of relevant stream.

OR

iii. 60 Multiple Choice Questions on Agriculture, Botany and Zoology (Group-A) or Agriculture, Chemistry and Physics (Group-B) for candidates applying for the Post Code F {Assistant Grade-III (Technical)} to assess the post specific technical knowledge of relevant stream.

OR

iv. 60 Multiple Choice Questions: General Knowledge related to Hindi Literature (4 Questions), word/sentences for Hindi to English translation (20 Questions), word/sentences for English to Hindi translation (20 Questions), Official Language Policy (4 Questions), Official Language Act (4 Questions), Official Language Rules (4 Questions), Annual Programme issued by Department of Official Language (4 Questions).

The detailed syllabus for specified technical posts for Paper-II to assess the post specific technical knowledge of relevant stream is as under:

a. Junior Engineer (Civil Engineering) (Post Code A):

Building Materials: Physical and Chemical properties building stones, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes etc.
Surveying: Principles of surveying, plane table surveying, theodolite, leveling and contouring, curvature, permanent adjustment of dumpy level, methods of contouring, tachometric survey etc.
Soil Mechanics: void ratio, porosity, saturation, water content, specific gravity of soil grains and unit weights, grain size, Atterberg's limits, soil classification, plasticity chart, permeability, consolidation of soils. Lab tests, moisture content, bearing capacity of soils, plate load test, standard penetration test etc.
Estimating, Costing and Valuation: Estimate, analysis of rates, earthwork, Brick , RCC work shuttering, Painting, Flooring, Plastering flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles etc.
Transportation Engineering: Types of pavements, pavement materials – aggregates and bitumen, Design of flexible and rigid pavements, bituminous construction, rigid pavement joint, pavement maintenance, Railway Engineering.
Environmental Engineering: Quality of water, purification, distribution, sanitation, sewerage and sewage treatments.
Structural Engineering: Theory of structures, bending moment and shear force diagrams retaining walls, eccentric loads, slope deflection, critical load and columns, torsion etc.

Concrete Technology: Latest technology and uses of concrete, water cement ratio, workability, mix design, placement, compaction, finishing and curing of concrete, quality control of concrete, repair and maintenance of concrete structure etc.

RCC Designs: RCC flexural strength, shear strength, bond strength, design of single reinforced beams, retaining walls, water tanks (RCC design questions may be based on both Limit State method and Working Stress method).

Steel Design: Steel design and construction of steel columns, beams, roof trusses, plate girders.

Construction Management: Construction scheduling Bar Chart, CPM and PERT etc.

b. Junior Engineer (Electrical Mechanical Engineering) (Post Code B):

Basic concepts, Concepts of current, voltage, power, energy and their units, Circuit law, AC Fundamentals, Measurement and measuring instruments, Electrical Machines, Synchronous Machines, Generation, Transmission and Distribution of power in different power stations, Estimation and costing, Utilization of Electrical Energy, Basic Electronics, Theory of Machines and Machine Design, Engineering Mechanics and Strength of Materials, Thermal Engineering, Air standard Cycles for IC engines, Rankine cycle of steam, Air Compressors & their cycles, Boilers Refrigeration cycles, Production Engineering.

c. Assistant Grade-III (Accounts) (Post Code E):

1. Basic Accounting concept including preparation of books of accounts.
2. Taxation including Income Tax and Goods and Services Tax.
3. Auditing: - (a) Auditing concepts and methods, (b) Internal & External audit of companies.
4. Commercial Laws:- (Basic Knowledge) (a) Basics of Contract Act, (b) Basics of Company Act, (c) Basics of Sales of Goods Act, (d) Negotiable Instrument Act
5. Basic of Computers: (a) Operating System, (b) Browsers, (c) Email, (d) Memory (Internal, External, portable), (e) Chats, (f) Office (Word, PowerPoint, Excel), (g) Networks.

d. Assistant Grade-III (Technical) (Post Code F)

Agriculture:- Statics of Indian Agriculture (Cereals & Pulses), Elementary entomology, Plant Protection, Agricultural Economics.

Botany:- Cell Biology :Tissue , Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration , Circulation, Movement etc, Basics of Biochemistry.

Zoology:- Animal Cell & Tissue, Organ System, Heredity & Variation, Animal Classification, Micro Organism, Insects & Rodents.

Chemistry:- Chemical bonding, Organic Chemistry : Basics of alkanes, alkenes, alkynes, alcohols, aldehydes and acids, Inorganic Chemistry , Chemistry in daily life.

Physics:- Measurements, Basic Physics, Light, Electricity.

The above syllabus for **Agriculture, Botany, Zoology, Chemistry and Physics** is grouped into following two categories:

GROUP A- Agriculture, Botany and Zoology.
GROUP B- Agriculture, Chemistry and Physics.

At the time of filling up of the online application form, the candidate applying for the post of AG-III (Tech) shall have to select any one of the above groups for online examination Paper-II i.e. either Group-A or

Group-B in which he/she wishes to appear in the examination. The option once exercised shall be final and no further changes will be allowed under any circumstances.

Paper-III (Duration-90 minutes):

120 Multiple Choice Questions on General English, General Awareness, General Intelligence and Computer Knowledge (with specific reference to MS Word, Excel, PowerPoint and Internet) for candidates applying for the Post Code C {Steno. Grade-II}.

PAPER – III					
Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Medium
1.	General English	30	30	25 Minutes	English
2.	General Awareness	30	30	20 Minutes	Bilingual (English and Hindi)
3.	General Intelligence	30	30	25 Minutes	Bilingual (English and Hindi)
4.	Computer Awareness (with specific reference to MS Word, Excel, PowerPoint and Internet)	30	30	20 Minutes	Bilingual (English and Hindi)
	TOTAL	120	120	90 Minutes	

Note:

i. **Marks obtained in Phase-I online exam will not be reckoned for final merit list. The candidates @fifteen times the number of vacancies advertised shall be called for Phase-II examination.**

ii. The merit of **online** Test for Post Code D and G will be decided on the basis of marks secured in Paper -I **of Phase-II**

iii. For post code A, B, E, F and H the merit will be decided on the basis of combined marks secured in Paper - I & post specific Paper – II of Phase-II.

iv. Candidates applying for the Post of Steno. Grade-II (Post code-C) will need to take Paper - III in Phase II for Online Test. The final merit for the post of Steno. Grade-II will be decided on the basis of marks secured in Paper-III, subject to qualifying the Skill Test.

v. Candidates applying for AG-III (Hindi) (Post code-H) will need to take Paper I & II in Phase II. Final merit will be decided on the basis of combined marks secured by the candidates in both Paper I and Paper II.

vi. A candidate has to appear in all the phases of the recruitment process to be considered for the selection. The candidates are advised to visit FCI Website regularly.

vii. Online Test will be bilingual i.e. in English and Hindi except for language papers.

viii. **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

a. In accordance with Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) O.M. No. 34- 02/2015-DD-III dated 29th August, 2018 on the subject - Guidelines for conducting written examination for Persons with Benchmark Disabilities, the PwBD candidates eligible for Scribe/ Reader/ Lab Assistant has discretion of opting for his own Scribe/Reader/Lab Assistant or request the Examination body for the same.

b. Further as per Para-IV of the said OM, the facility of scribe/reader/lab assistant shall be given only to persons with benchmark disabilities in the category of blindness, locomotors disability (both arm affected-BA) and cerebral palsy, if so desired by the person.

c. For other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and use keyboard, and scribe is essential to write and use keyboard in examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per prescribed proforma (**Annexure-G**). As such, facility of scribe/reader/lab assistant can only be provided on production of certificates from the concerned authority in the prescribed proforma as mentioned above.

d. The candidate opting for bringing his own Scribe/Reader/Lab Assistant, the qualification of the scribe should be one step below the qualification of the candidate taking examination.

e. In case, subsequently it is found that the qualification of Scribe is not one step below the qualification of the candidate taking examination the candidature of the candidate shall liable to be summarily rejected.

f. Accordingly, PwBD candidates appearing in the above examination who are eligible for scribe (as given in Para-b and c above) are advised that in case they need the assistance of Scribe from FCI, they should indicate the same at the time of applying online. Further, such candidates may also visit the FCI Regional Office of the State in which their Examination Centre is situated to meet the scribe **two days** before the examination to check and verify whether the scribe is suitable or not. The address & email ids of FCI Regional Offices are available on FCI website i.e. https://fci.gov.in/contactUs.php

g. For eligible PwBD candidates using their own Scribe in the above examination are required to submit 'Scribe Declaration Form' (**Annexure-H**) on the day of examination at Examination Venue.

h. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe will be allowed additional time of 20 minutes per hour as a compensatory time whether they use the facility of scribe or not.

i. The candidates eligible for scribe will be allowed compensatory time of 20 minutes per hour in the examination on production of requisite certificate as mentioned in Para-c above.

j. It may be noted that in case candidate does not apply for scribe assistance from FCI at the time of applying online, it will be presumed that he/she does not require scribe from FCI and may arrange for the same on their own.

k. PwBD candidates taking assistance of a scribe and availing compensatory time will be required to submit requisite certificate as mentioned above at the time of Document Verification/Online exam venue (as applicable), failing which their candidature will be liable to be cancelled.

l. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

m. The incumbent will be considered with aid and appliance wherever necessary.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

B) SKILL TEST:

Candidates applying for the Post of Steno. Grade-II (Post code-C) will need to take Paper -III in Phase II for Online Test. Thereafter the candidates will undergo a Skill-Test in **typing and shorthand** which will be of qualifying nature. The language of Skill Test i.e (Typing, Short Hand) will be in **English**. The candidates shall be informed about the venue of skill/typing test through website (https://www.fci.gov.in). The candidates are advised to keep in touch through the website. The final merit for the post of Steno. Grade-II will be decided on the basis of Paper-III subject to qualifying the Skill Test.

C) **DOCUMENT VERIFICATION:**

The Online test and skill test (wherever applicable) shall be followed by document verification stage for the candidates provisionally selected on the basis of the merit. The number of Candidates to be called for document verification may be equal to three times the number of advertised vacancies.

(IV) IMPORTANT INFORMATION / INSTRUCTIONS:

1. **A CANDIDATE CAN APPLY IN ANY ONE ZONE ONLY i.e. EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH EAST ZONE.**

2. **A CANDIDATE CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C, D, E, F, G and H (WITHIN THE ZONE).**

3. However, if it is found that, for any reason, the candidate has submitted multiple Applications, in which case such online application with the higher "Registration Number" accompanied by fresh fee (If applicable) and complete in all respect will only be considered by FCI and the earlier applications submitted will not be considered. The fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number". Further, it is also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.

4. The candidate will be considered for the post applied for, on the basis of his/her merit for the post within the Zone.

5. Further, the candidates are advised to check the Job Description of the above mentioned posts at https://fci.gov.in/pageDetail.php?view=333. The candidates applying for the posts under Depot,

Technical cadres should further note that these are field level posts and the selected candidates are expected to render their services in the Mandis/Procurement Centres and Godowns of FCI.

6. **DOWNLOAD OF CALL LETTER**

Candidates will have to visit the FCI website (https://www.fci.gov.in) for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in Clause-9 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

7. The Admit Card for the ONLINE Test indicating the time and venue of examination for each candidate can be downloaded from **h t t p s : / / www.fci.gov.in** 10 days prior to the date of examination onwards. Candidates, who are not able to generate their Admit Cards online, should register their grievance at http://cgrs.ibps.in at least one week before the date of the examination.

8. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination, candidates will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 01 to 03 hours, candidates may be required to be at the venue for more than 04 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

9. **IDENTITY VERIFICATION**

In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination respectively, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. However, the permission to give the exam shall be provisional & the candidature shall be subject to verification of documents at later stage in case of selection of a candidate.

10. Information about candidates shortlisted at various stages will be posted on FCI website for which candidate may keep in touch through website **https://www.fci.gov.in.** A candidate has to appear in all the relevant phases of the recruitment process to be eligible for the selection. **The candidates are advised to keep in touch through the Website.**

11. The candidates may register their grievances at http://cgrs.ibps.in

(V) GENERAL INFORMATION / INSTRUCTIONS:

1. No person shall be eligible for initial appointment unless he has attained the age of 18 years.

2. Nationality: A candidate for appointment in the service of the Corporation shall be:

   i. a Citizen of India, or
   ii. a subject of Nepal, or
   iii. a subject of Bhutan, or
   iv. a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
   iv. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India.

   Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate of eligibility has been given by the Government of India.

3. Candidates should indicate at the designated place in the Application Form whether they belong to any of the Minority Communities notified by Government namely, Muslims, Christians, Sikhs, Buddhists, Jain or Zoroastrians (Parsis).

4. All the posts carry IDA pattern pay scales and usual allowances such as HRA, other allowances (such as Dress Allowance, Lunch Allowance, Children Education Allowance, Entertainment Allowance etc) to the tune of 32% of the Basic Salary such as Cafeteria Approach etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting. All appointments will be subject to the Rules and Regulations of the Corporation in- force from time to time. Other benefits like CPF, Gratuity, Leave Travel Concessions, Leave Encashment, Medical-reimbursement, Pension etc., shall be applicable as per the rules of the Corporation as amended from time to time.

5. The seniority of the Officials, appointed in the services of FCI within the Zone will be determined by the order of merit in which they are finally selected for appointment. The seniority of the officials will be maintained in their respective Zones in the respective cadre.

6 . Employees of the Central / State Govt. / Public Sector Undertakings may note that they will have to produce the '**No Objection Certificate'** from their employer at the time of his/her document verification stage.

   Employees of the Central/ State Govt. / Public Sector Undertakings and Departmental candidates (FCI Employee) will be allowed to join the Corporation only on producing vigilance clearance from their employer. It is further clarified that in case the vigilance status is not clear, then his/her candidature is liable to be cancelled.

7. Option should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfilment of eligibility conditions, educational qualification, experience etc. prescribed for the posts. OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.

8. Candidates are not permitted to use calculator and other electronic gadgets except as specified in the Advertisement. They should not, therefore, bring the same inside the examination premises/venue. After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.

9. Discrepancies in question paper should be brought to the notice at http://cgrs.ibps.in within **3 days** of holding the examination. Representation submitted thereafter will not be entertained.

10. At the application stage, the scrutiny of the eligibility, category and other aspects will not be undertaken before issuing call letters for Online Test. However, the Candidates are advised to check carefully and satisfy themselves that they fulfil the eligibility conditions as stipulated in the detailed Recruitment Notice. Candidates who do not meet the qualifying criteria as specified in the Recruitment Notice are advised not to participate in the selection process. Please note that your candidature for the above post is provisional. The fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by FCI. FCI would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in FCI, his/her services are liable to be summarily terminated.

11. Candidates in their own interest are advised to have and provide a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process as it may be used for future correspondence. FCI may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number

12. It is mandatory for all the candidates to upload their Photograph, Signatures and any other document as specified without any exception.

13. Formats prescribed for furnishing certificates for SC/ST, OBC, EWS, PwBD, Serving Defence Personnel and Ex-Servicemen are appended at **Annexures A, B, C, D1/D2/D3 (as applicable for the relevant PwBD category), E and F** respectively. Candidates may note that these Certificates/Documents shall be required to be furnished along with other essential enclosures in case of their shortlisting on the basis of the online examination/Skill test at the designated address which shall be informed / notified through the designated website.

14. A candidate may select any one of the examination centres within the opted Zone while filling the online Application Form. It is clarified that a candidate may choose the examination centers of his choice even outside the opted Zone while filling the online Application Form.

15.1 The State wise list of Examination Centres for Phase-I is as under

STATE/UT	CENTRE
ANDHRA PRADESH	NELLORE, VIJAYAWADA, KAKINADA, KURNOOL, TIRUPATI, VIZIANAGARAM, VISHAKHAPATNAM, RAJAHMUNDRY, ELURU
ASSAM	DIBRUGARH, GUWAHATI, JORHAT, SILCHAR, TEZPUR
ARUNACHAL PRADESH	NAHARLAGUN
BIHAR	BHAGALPUR, GAYA, MUZZAFARPUR, PATNA, PURNEA, ARRAH
CHANDIGARH	CHANDIGARH-MOHALI
CHHATTISGARH	BILASPUR, RAIPUR, BHILAI NAGAR
DELHI	DELHI/NCR, DELHI & NEW DELHI, GHAZIABAD, NOIDA & GREATER NOIDA, FARIDABAD, GURUGRAM
GOA	PANAJI, MADGAON, MAPUSA
GUJARAT	AHMEDABAD-GANDHI NAGAR, RAJKOT, SURAT, MEHSANA, VADODARA
HARYANA	AMBALA, FARIDABAD, GURUGRAM
HIMACHAL PRADESH	HAMIRPUR, BADDI, BILASPUR
JAMMU & KASHMIR	JAMMU, SAMBA
JHARKHAND	DHANBAD, RANCHI, HAZARIBAGH
KARNATAKA	BENGALURU, BELGAUM, GULBARGA, HUBLI-DHARWAD, MANGALORE, MYSORE, SHIMOGA
KERALA	KOCHI, KANNUR, TRICHUR, THIRUVANANTHAPURAM, KOZHIKODE
MADHYA PRADESH	BHOPAL, GWALIOR, INDORE, JABALPUR, UJJAIN
MAHARASHTRA	AURANGABAD(MAHARASTHRA), KOLHAPUR, MUMBAI/THANE/NAVI MUMBAI/MMR REGION, NAGPUR, AMRAVATI, NANDED, PUNE
MEGHALAYA	SHILLONG
MIZORAM	AIZAWL
NAGALAND	KOHIMA
ODISHA	BHUBANESWAR, BERHAMPUR(GANJAM), CUTTACK, ROURKELA, SAMBALPUR
PUDUCHERRY	PUDUCHERRY
PUNJAB	AMRITSAR, BHATINDA, JALANDHAR, MOHALI, PATIALA
RAJASTHAN	AJMER, BIKANER, JAIPUR, JODHPUR, KOTA, UDAIPUR
TAMIL NADU	CHENNAI, COIMBATORE, MADURAI, SALEM, TIRUCHIRAPALLI, TIRUNELVELI, VELLORE
TELANGANA	HYDERABAD, KARIMNAGAR, WARANGAL
TRIPURA	AGARTALA
UTTAR PRADESH	AGRA, ALLAHABAD, BAREILLY, GORAKHPUR, GHAZIABAD, KANPUR, LUCKNOW, MORADABAD, MEERUT, MUZAFFARNAGAR, VARANASI, NOIDA/GREATER NOIDA
UTTARAKHAND	DEHRADUN, HALDWANI, ROORKEE
WEST BENGAL	ASANSOL, DURGAPUR, GREATER KOLKATA, HOOGLY, SILIGURI

15.2 The State wise list of Examination Centres for Phase-II is as under:

State/UT	Centre
ANDHRA PRADESH	VIJAYAWADA, VISHAKAPATNAM, RAJAHMUNDRY, ELURU
ARUNACHAL PRADESH	NAHARLAGUN
ASSAM	GUWAHATI

BIHAR	PATNA
CHHATTISGARH	RAIPUR
CHANDIGARH	CHANDIGARH-MOHALI
DELHI	DELHI/NCR
GUJARAT	AHMEDABAD – GANDHI NAGAR
HARYANA	AMBALA
HIMACHAL PRADESH	BADDI, BILASPUR
JAMMU & KASHMIR	JAMMU
JHARKHAND	RANCHI
KARNATAKA	BENGALURU
KERALA	KOCHI
MADHYA PRADESH	BHOPAL
MAHARASHTRA	MUMBAI/THANE/NAVI MUMBAI/MMR REGION, PUNE
MEGHALAYA	SHILLONG
NAGALAND	KOHIMA
ODISHA	BHUBANESHWAR
PUNJAB	MOHALI
RAJASTHAN	JAIPUR
TAMIL NADU	CHENNAI
TELANGANA	HYDERABAD
UTTAR PRADESH	ALLAHABAD, LUCKNOW
UTTARAKHAND	DEHRADUN
WEST BENGAL	GREATER KOLKATA

Note:

a. The examination will be conducted online in venues given in the respective call letters.
b. No request for change of centre/venue/date/session for Examination shall be entertained. The candidates should select the centres carefully and indicate the same correctly in their applications.
c. FCI however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
d. FCI also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
e. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and FCI will not be responsible for any injury or losses etc. of any nature.
f. Choice of centre once exercised by the candidate will be final.
g. If sufficient number of candidates does not opt for a particular centre for "Online" examination, FCI reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, FCI reserves the right to allot any other centre to the candidate.

16. RESOLUTION OF TIE CASES: In case of a tie in a particular post, the tie will be resolved as under:

For the Post Code A {JUNIOR ENGINEER (CIVIL ENGINEERING)}, Post Code B {JUNIOR ENGINEER (ELECTRICAL MECHANICAL ENGINEERING) }, Post Code E {AG-III (Accounts)}, Post Code F {AG-III (Technical)}, & Post Code H {AG-III (Hindi)} candidate who has scored higher marks in the Paper - II of Phase II Online Test will be placed above the other candidate.

If the tie still persists, the procedure will be followed by Date of Birth i.e. the candidate older in age will get preference. Lastly, if the tie still persists, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference. The same criteria will also be applicable for the Stenographer Grade-II (Post code-C), Post Code D {AG-III (General)} & Post Code G {AG-III (Depot)}

17. Mere submission of application and fulfilling the eligibility conditions gives no right to any candidate for appearing in Online Test etc.

18. Shortlisting in the Online Test and Skill test for any post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection to the post.

19. Candidates should comply with additional instructions, if any notified by FCI.

20. Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.

21. No correspondence will be entertained about the outcome of the application, at any stage.

22. The candidate on selection to a particular Zone of FCI is liable to be posted in any State within the jurisdiction of that Zone. However, they are also liable to be posted anywhere in the country in the interest of the Corporation. The jurisdiction of each Zone is as follows:

NORTH ZONE: 1. Delhi, 2. Haryana, 3. Himachal Pradesh, 4. Jammu & Kashmir, 5. Punjab, 6. Rajasthan, 7. Union Territory of Chandigarh, 8. Uttarakhand, 9. Uttar Pradesh

SOUTH ZONE: 1.Andhra Pradesh, 2. Karnataka, 3. Kerala, 4. Tamil Nadu, 5. Telangana, 6. Union Territory of Andaman and Nicobar Islands, 7. Union Territory of Lakshadweep, 8. Union Territory of Puducherry

EAST ZONE: 1. Bihar, 2. Jharkhand, 3. Odisha, 4. Sikkim, 5. West Bengal

WEST ZONE: 1. Chhattisgarh, 2. Dadra & Nagar Haveli, 3. Goa, 4. Gujarat, 5. Madhya Pradesh, 6. Maharashtra, 7. Union Territory of Daman & Diu

NORTH-EAST ZONE: 1. Arunachal Pradesh, 2. Assam, 3. Manipur, 4. Meghalaya, 5. Mizoram, 6. Nagaland, 7. Tripura.

23. No TA will be provided for the online Test/Skill Test.

24. Candidate must ensure to have fulfilled all the eligibility criteria, viz., qualification, experience, age, etc. as on **01.08.2022.** Candidates should satisfy themselves that they fulfil the required qualification, experience and age etc., before applying for the post.

25. Issue of Admit Card/Call Letter for the Online Test / Skill Test /document verification does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria. At the time of document verification the onus to ensure that documents brought by

the candidate are complete in all respect as per the requirement for the concerned post shall lie on the candidate. The documents are subject to further verification.

26. Candidates, who fulfil all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.

27. No original Certificates / Documents are required to be sent in connection with the Application unless directed to do so. Candidates shall appear for the process of Document Verification in person and produce the documents in Original in support of the eligibility criteria such as Identity, Date of Birth, Category, Reservation if any, relaxation, Educational qualification, Experience, NOC, Name change etc. at the designated venue for verification in case of their shortlisting on the basis of online Examination which shall be informed/ notified through the designated website **(https://www.fci.gov.in)**. Original certificates will, however, be scrutinized /verified at the time of Document verification stage. Candidates may also note that Self-attested Photostat copies of requisite Certificates/Documents shall be required to **furnish at the designated venue for verification.**

28. Candidates may also note that Self-attested Photostat copies of requisite Certificates/Documents shall be required to **furnish at the designated venue for verification** in case of their shortlisting on the basis of the **online** Examination / Skill Test which shall be informed / notified through the designated website (https://www.fci.gov.in). Original certificates will, however, be scrutinized / verified at the time of Document verification stage.

29. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same in English or Hindi duly attested by a Gazetted officer or notary is to be submitted.

30. FCI at its sole discretion reserves the right to conduct additional examination / skill test or call for any clarification from the candidates at any stage.

31. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature.

32. Appointment of shortlisted candidates will be subject to their being found medically fit and the verification of credentials, character, antecedents and caste etc. wherever applicable.

33. The decision of the Corporation in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

34. No person shall be eligible to apply who had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.

35. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

36. SC / ST / PwBD / Serving Defence Personnel / Ex-Serviceman and Women candidates are exempted from payment of Application Fee. (Ex-Serviceman who have already secured employment in civil side

under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation only.)

37. Candidates except as specified above, applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 500/- (Excluding bank charges but including GST)** by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets, UPI by providing information as asked on the screen.

38. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

39. Candidates should not bring their own Pen in the Examination Hall for the online examination. Pens will be arranged by FCI. Further, Rough sheets will be provided in the examination hall to the candidates and candidates must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials, failing which their candidature will be **liable to be cancelled**.

40. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

41. The responses (answers) of individual candidates will be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, FCI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

42. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers, if applicable.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

43. BIOMETRIC DATA – Capturing and Verification

The biometric data (thumb impression) and the photograph of the candidates will be captured on the day of the Phase II Examination for the candidates who qualify after the Phase I examination and appear for the Phase II examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates**.**

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

Note: - However the requirement of capturing biometric data of candidates shall be dispensed with by FCI/Exam conducting body in case of prevalence of any pandemic like situation or any prohibition from the Governmental authorities to that effect.

VI. PROCEDURE FOR APPLYING ONLINE

1. DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 06.09.2022, 10:00 Hrs (IST) to 05.10.2022, 16:00 Hrs (IST) and no other mode of application will be accepted.

2. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) scan their :
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

ensuring that the all these scanned documents adhere to the required specifications as given in the Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation to download call letters for the Examination etc. may be sent through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

3. APPLICATION FEES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 06.09.2022, 10:00 Hrs (IST) to 05.10.2022, 16:00 Hrs (IST)

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. <u>Application Registration</u>

1. Candidates to go to the FCI website (https://www.fci.gov.in) and click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B. PAYMENT OF FEES- ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The Candidates applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 500/- (Excluding bank charges but including GST).** The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.
3. SC / ST / PwBD and Women candidates are exempted from payment of Application Fee.
4. Serving Defence Personnel / Ex-Serviceman (Ex-Serviceman who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation only.) and Women candidates are exempted from payment of Application Fee.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
6. On successful completion of the transaction, an e-Receipt will be generated.
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
8. **Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.**
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.

11. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
    - Dimensions 140 x 60 pixels (preferred)
    - Size of file should be between 10kb – 20kb.Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
    - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible
(7) After registering online candidates are advised to take a printout of their system generated online application forms.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by Corporation

(c) for termination of service, if he/ she has already joined the Corporation.

TENTATIVE SCHEDULE		
1.	Submission of Online Application Form along with fee payment will commence from	**06.09.2022 from 10:00 Hrs (IST)**
2.	Last Date & time for submission of Online Application and payment of fees.	**05.10.2022 till 16:00 Hrs (IST)**
3.	Availability of Admit Cards on website for download	10 days prior to announced date of examination
4.	Date of Online Test	Will be announced in website **https://www.fci.gov.in** **Tentatively in the month of January 2023**

Note: Candidates may keep in touch through the website **https://www.fci.gov.in** for regular updates.

The Online registration will remain active from **06.09.2022, 10:00 Hrs (IST) to 05.10.2022, 16:00 Hrs (IST) only.** In order to avoid last minute rush, the candidates are advised to apply early enough. FCI will not be responsible for network problems or any other problem in submission of online Application.

ANNEXURE- A

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari* _____ son / daughter of

_____ of Village/Town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The Constitution (Scheduled Tribes) Union Territories Order, 1951*_____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@ The Constitution (Pondicherry). Scheduled Castes Order 1964 @

The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967 @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order,1968@ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@ The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@ The Constitution (ST) orders (Second Amendment) Act, 1991@ The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act,2002 The Constitution (Scheduled Caste) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act,2002

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father / Mother_____ of Shri / Shrimati / Kumari* _____ of village / town*_____ in District/Division* _____ of the State/Union Territory*_____who belong to the_____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

% 3. Shri / Shrimati/ Kumari and /or * his/ her family ordinarily reside(s) in village / town*_____ of _____ District/Division* _____ of the State / Union Territory of _____

_____

Signature_____

_____

****Designation_____**

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable @ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/Tribe Certificates:**

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-B

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that _____ son / daughter of _____ Of village _____ District / Division _____ In the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.

ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.

iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.

iv) Resolution No. 12011/96/94-BCC dated 9th March, 1996.

v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.

vi) Resolution No. 12011/13/97-BCC dated 3rd December, 1997.

vii) Resolution No. 12011/99/94-BCC dated 11th December, 1997.

viii) Resolution No. 12011/68/98-BCC dated 27th October, 1999.

ix) Resolution No. 12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.

x) Resolution No. 12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.

xi) Resolution No. 12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

xii) Resolution No. 12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.

xiii) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.

xiv) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.

xv) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ and/or his family ordinarily reside(s) inthe_____ District / Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008 & O.M. No. 36032/1/2013-Estt.(Res.) dated 13.09.2017.

Dated :

Seal:

District Magistrate /Deputy Commissioner etc.

Note – I:

a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar

(iv) Sub -Divisional Officer of the area where the candidate and/or his family resides.

Note – II:

The selected candidates will have to submit OBC-NCL Certificate issued on or after 01.04.2022 at the time of Document Verification.

ANNEXURE-C

Government of……..
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No……
Date:……

VALID FOR THE YEAR……

This is to certify that Shri/Smt./Kumari…….son/daughter/wife of…….. permanent resident of ……..Village/Street……Post Office…… District……..in the State/Union Territory……..Pin Code……. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year …….. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
Ill. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari……. belongs to the…… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office……..
Name……..
Designation……..

Recent Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
Note 2:The term "Family**" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.
NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as' belonging to EWS: -

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

ANNEXURE-D-1

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

1. He/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (……number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

ANNEXURE-D-2

Form - VI

Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson’s disease			
19.	Haemophilia			

20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (…….number and date of issue of the guidelines to be specified), is as follows : -

In figures : - ---------- percent

In words :- ---------- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,
or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till ----- ----- ----- (DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined

Shri/Smt/Kum_____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)_____ _____ ____ Age _____ years, male/female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……..number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson’s disease			
17.	Haemophilia			

18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

ANNEXURE-E

Form of Certificate for serving Defence Personnel

(Please see Explanation II of Point-13 (thirteen) of Reservations and Relaxations of the Notice)

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ (Name) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date: **Office Seal: ……..**

ANNEXURE-F

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER POINT-13 OF RESERVATIONS AND RELAXATIONS OF THE NOTICE

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

a) Date of appointment in Armed Forces _____

b) Date of discharge _____

c) Length of service in Armed Forces _____

d) My last Unit/Corps _____

Place:

Date: **(Signature of the Candidate)**

ANNEXURE-G

Certificate regarding physical limitation of an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as with mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/ District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a

Government health care institution

Name & Designation.

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR).

ANNEXURE-H

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate **having qualification** _____ and Shri/Smt./Kum. _____**eligible writer (Scribe) having qualification** _____ for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
2. In case it is found that the qualification of the Scribe is not as declared by the candidate and the qualification of the Scribe is not one step below the qualification of the candidate taking examination, his/her candidature shall liable to be summarily rejected. In such case the candidate shall forfeit his/her right to the post and claims relating thereto.
3. The candidate is a person with benchmark disabilities in the category of blindness, loco-motor disability (both arms affected-BA) and cerebral palsy.
4. In case of other category of persons with benchmark disabilities, the candidate can be allowed the provisions of the scribe provided that at the time of document verification, he/she has to produce the requisite certificate issued by Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution in the prescribed proforma **(Annexure-G)** to the effect that I have physical limitation to write, and scribe is essential to write examination on my behalf, as per the provisions of Ministry of Social Justice & Empowerment O.M. No. 34-02/2015-DD-III dated 29th August, 2018.
5. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
6. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Point 3 above.
7. The candidate has ensured that the scribe is not a candidate for the same recruitment exercise.
8. The scribe has ensured that he/she is not appearing in the same recruitment exercise.
9. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
10. All the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____ (**Name of Scribe**) certify that I am not a candidate for this recruitment.
I, _____ (**Name of candidate**) the candidate for this recruitment certify that I have ensured that the above scribe is not appearing for this recruitment.

Given under are our signature and contact details: -

	SCRIBE	**CANDIDATE**
	Signature:	Signature:
	Name:	Name:
	Address:	
Photo of the Scribe	Contact No.:	Contact No.:

Signature of Invigilator